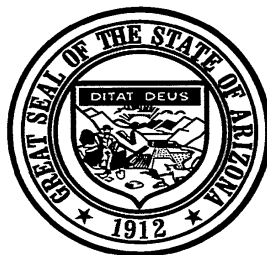


**METHODS
OF
ADMINISTRATION
Under The
WORKFORCE
INVESTMENT ACT
(WIA)**





OVERVIEW

What is the Methods of Administration?

- Written document addressing each Element with supporting documentation
- Signed by the Governor
- ***Gives a reasonable guarantee of compliance with Section 188 and 29 CFR Part 37***

MOA Format

- **Narrative**; and
- **Supporting Documentation**
Narrative for each Element must specifically describe the policies, procedures, and systems that will guide how the State and its recipients are, and will continue to, meet the requirements of Part 37.
Documentation (illustrations, extracts, copies, and samples of documents) supporting the narrative description.

What are the MOA Elements?

1. Designation of Equal Opportunity Officers
2. Equal Opportunity Notice & Communication
3. Review of Contracts & Agreements
4. Universal Access
5. Compliance with Section 504
6. Data Collection & Record Keeping
7. Monitoring
8. Complaint Processing Procedures
9. Corrective Actions/Sanctions Procedures

When are MOA's Due for Submission to CRC?

- 180 days from the effective date of Part 37 - May 10, 2000
- 180 days from full approval of the State five-year plan, if later than November 12, 1999

Other MOA Requirements

- Notification to CRC Director of MOA Updates
- MOA re-certification every two years
- Timely notification to CRC Director of State-level EO Officer designation changes.